



CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS & TRAINING
ACADEMY INSTRUCTOR CERTIFICATE PROGRAM
Frequently Asked Questions (FAQs) – For Academy Directors

Q - 1. When is it mandatory for academies to participate in the AICP?

A: Effective July 1, 2007, all regular basic course academies are required to participate.

Q - 2. What are the requirements of the AICP?

A: Academy directors are responsible for certifying their basic course academy instructors. This can be accomplished in two ways:

- 1) Completion of the Academy Instructor Certification Course or
- 2) Completion of the equivalency process.

Q - 3. What are the components of the AICC?

A: All of the components in the guidelines including the competency verification.

Q - 4. What are the requirements of the equivalency process?

A: There are three (3) components:

- 1) Proof of completion of 24 hours of general instructor development coursework
- 2) Self-study of "Learners First"
- 3) Completion of Competency Verification Checklist

Q - 5. My instructor completed 80 hours of mandated specialized instructor training in first aid, firearms, defensive tactics, etc. Will this satisfy the 24 hours of general instructional development training for the equivalency process?

A: No. These are topical instructor training courses and mandated because of their specific skill application. Any teacher training course work will satisfy this requirement. That training does not have to be POST certified nor be specifically in the classroom (on-line instruction is acceptable). Proof of completion is required (transcripts, course outline, certificate, etc.).

Q - 6. Who is responsible for the actual certification?

A: The academy director or designee is responsible and attests to the competency and certification of their instructors. POST provides the academy with POST certificates to be completed by each academy. POST does not certify; the academy director certifies.

Q - 7. Are there any exemptions for instructors?

A: Yes. Guest speakers are still exempt from this requirement. That is, those guest speakers who are periodically used to supplement curriculum but are not responsible for teaching a full component.

Q - 8. Can an instructor be certified by more than one presenter?

A: No. Each presenter certifies their own instructors. Only one certification is necessary. Possession of a valid Academy Instructor Certificate entitles an instructor to teach at multiple academies statewide. It is incumbent on the instructor to provide the academy with his/her certificate prior to teaching.

Q - 9. How do I keep track of all of the certifications?

A: POST has provided a computerized tracking system accessible to you through your EDI connection. This is a paperless system which provides you with reports and immediate certification profiles and notices for recertification. Help for this tracking system is provided by POST (Contact Patti Kaida 916-227-4889).

Q - 10. How will I know if an instructor is due for recertification?

A: When your staff accesses the AICP Home Page in the tracking system, an alert in the "Action Alert Box" will appear in red.

Q - 11. When do instructors need to be recertified?

A: This is a triennial process. The AICP certificate expires 3 years after issuance.

Q - 12. What are the requirements of recertification?

A: There are two steps:

- 1) The instructor must show completion of at least 8 hours of training in instructional development or in their area of expertise. It is not necessary for this to be POST certified training; however, proof of completion (transcript, course outline, course certificate) is required.
- 2) The instructor must show delivery of at least 24 hours of instructional training in the classroom.

Q - 13. Who verifies and updates the certificate?

A: The academy director or designee.

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